

The City of Anytown

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Anytown, Massachusetts 012345

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September 30, 2015

Executive Office of Public Safety and Security
Attn: Heather C. West, Ph.D.
10 Park Plaza, Suite 3720
Boston, MA 02116

Dear Ms. West:

This is to notify the Executive Office of Public Safety and Security of the intent of the **Research Agency** to submit a proposal in response to the Availability of Grant Funds entitled *2016 Competitive Senator Charles E. Shannon , Jr. Community Safety Initiative (LARP)*. **Research Agency** will submit completed application on or before 4:00 p.m., October 23, 2015. The **Research Agency** will serve as the fiscal agent serving as the project advisor to the following community: **Anytown**.

If you have any questions or require additional information, please contact the proposed project manager **John Smith, Assistant Director**, at **617-555-5555** or via email at **john.smith@city.anytown.us**. The fiscal agent, **Jane Smith**, can also be contacted at **617-235-1256** or via email at **Jane.smith@city.anytown.us**.

Sincerely,

Ann Jones

Ann Jones
Mayor